

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF
THE DEPARTMENT OF SOCIAL SERVICES**

WHEREAS, the State Personnel Board (SPB or Board) at its duly noticed meeting of November 7, 2013, carefully reviewed and considered the attached Compliance Review Report of the Department of Social Services submitted by SPB's Compliance Review Division.

WHEREAS, the Report was prepared following a baseline review of the Department of Social Services' personnel practices. It details the background, scope, and methodology of the review, and the findings and recommendations.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the Report, including all findings and recommendations contained therein. A true copy of the Report shall be attached to this Board Resolution and the adoption of the Board Resolution shall be reflected in the record of the meeting and the Board's minutes.



SUZANNE M. AMBROSE
Executive Officer



801 Capitol Mall Sacramento, CA 95814 | www.spb.ca.gov

Governor Edmund G. Brown Jr.

October 29, 2013

Mr. Will Lightbourne
Director
Department of Social Services
744 P Street, Suite 1750
Sacramento, CA 95814

RE: Compliance Review Report

Dear Mr. Lightbourne,

The State Personnel Board conducted a baseline compliance review of the Department of Social Services (DSS)'s CEA examinations/appointments and all other appointments during the period of May 1, 2011 through October 31, 2012. The primary objective of the review was to determine if the DSS's personnel practices, policies, and procedures complied with state civil service laws and board regulations, and to recommend corrective action where deficiencies were identified.

DSS provided the documents that SPB requested. CEA examinations were reviewed concurrently with their respective appointment files. Additionally, a cross-section of all other DSS's appointments was selected for review to ensure that samples of various appointment types, classifications, and levels were analyzed. The SPB also interviewed appropriate DSS staff.

The Compliance Review Division (CRD) has found no deficiencies in the review of the DSS's administration of CEA examinations/appointments and all other appointments. The CRD will submit its findings to the five-member State Personnel Board and recommend adoption. The Board will issue a resolution either adopting these findings or issuing its own findings and order. In either event, you will be notified of the Board's action. The final Board action will be posted on the SPB's website.

Mr. Will Lightbourne
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We greatly appreciated the cooperation and assistance provided by DSS personnel. If you have any questions, please contact me at (916) 651-0924.

Sincerely,



James L. Murray, Chief
Compliance Review Division
State Personnel Board

Cc: Fran Mueller, Deputy Director, Administrative Services